**Elementary Media Assistant Job Description**

Responsibilities and hours of work for Elementary Media Assistants

Canyons School District

**Guidelines:**

Media Assistants are paraprofessionals without library certification. They are trained by the District Library Media Specialist to handle the day-to-day duties of the elementary school media center.

*Funding for Media Assistants:*

Funding for media assistants in the elementary schools has been allocated on the district level. The funding is provided on a per school basis and is not based on student enrollments. This funding is used solely to support the school library media program. It is inappropriate to use media assistants for non-media / library work.

*Media Assistant Responsibilities:*

Work closely under the direction of the District Library Media Specialist

Circulate books and materials to students, faculty, and staff.

Shelve all materials in correct Dewey and alphabetical order.

Help patrons find materials.

Read and share literature with all grades.

Work to promote reading as a life-long habit.

Present prepared media curriculum with the support of the classroom teacher (classroom management – classroom teacher should be present and alert during media presentation and visit).

Send out overdue notices to patrons.

Create lists of age-appropriate books including: replacements for worn out copies, missing series titles, award winners, teacher requests, and other recommended titles for District LM to review and purchase from.

Process books as they arrive.

Notify faculty and students of the arrival of new books and materials.

Keep library media center neat, attractive, and orderly.

Make minor book repairs.

Attend professional development meetings.

Enjoy working with students, faculty, and staff.

Share successful activities with other district media assistants.

Send cataloging requests to district cataloger

Weed outdated, worn, and damaged items and hold for District LM Specialist to review.

*Inappropriate Responsibilities:*

Provide input on grants

Assist in the hiring process

Supervise students during recess, detention, taking tests, working on group projects, or those students needing extra help

Perform non-media assignments

Prepare fixed asset inventory reports

Serve as a substitute teacher

Laminate for teachers

Supervise playground

Serve on school committees

Supervise reading programs

Supervise or administer tests

Work in the main office

*Working Hours:*

Elementary media assistants are employed to provide access and assistance to students and teachers needing to use the materials provided in the school media center. The library media center should not be closed at any time during the school’s hours of operation without the express authorization of the principal and the district library media specialist. Eliminating access to the media center to accommodate personal schedules of the media assistants is not appropriate.

Elementary media assistants are scheduled to work 17 hours per week. These hours should be adjusted according to the district schedule for shorter workweeks. The school principal should decide how the workweek is divided between the two media assistants. Assistants work individually except for a two-hour overlap once a week for planning, training, and coordination.